



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Jeehdeez'a Elementary

CTD: 09-40-14

Sites: Home Delivery Route - Jeehdeez'a Elementary

Contacts: Vincent Mays, Principal ; Anna Charlie, School Cook

Review Date: May 19, 2021

Review Period: April 2021

Review Type: SSO

| No. | Review Findings | Technical Assistance Provided | Required Corrective Action |
|-------------------------|---|---|---|
| SFA Operations | | | |
| 1 | There is not a plan in place to ensure all SSO sites are reviewed at least once during each site's operation. | Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form at https://www.azed.gov/hns/sfsp/sfsp/forms/ under the Operating section. | <i>Please provide a written description of how you will ensure that each SSO site will be reviewed at least once during operation each year and written assurance that this will occur.</i> |
| Site Agreement | | | |
| | No Findings | | |
| Site Eligibility | | | |
| | No Findings | | |
| Menu Planning | | | |

A waiver was not submitted to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, During lunch on the day of review (May 19, 2021), daily minimum vegetable quantities were not met.

Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE. Step-by-Step Instruction: How to Submit a Meal Pattern Waiver and Step-by-Step Instruction Quick Guide: How to Submit a Meal Pattern Waiver can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training tab. Referred to USDA Waiver Summary found on ADE's website at <https://www.azed.gov/hns/covid19>.

Please submit a meal pattern waiver to ADE for daily minimum vegetable quantities not being met on May 19, 2021. Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a meal pattern waiver will be submitted to ADE.

A waiver was not submitted to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, during breakfast an unallowable milk type was served (2% Unflavored Milk) due to distribution issues with allowable milk types.

Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE. Step-by-Step Instruction: How to Submit a Meal Pattern Waiver and Step-by-Step Instruction Quick Guide: How to Submit a Meal Pattern Waiver can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training tab. Referred to USDA Waiver Summary found on ADE's website at <https://www.azed.gov/hns/covid19>.

Please submit a meal pattern waiver to ADE for an unallowable milk type served on May 19, 2021 . Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a meal pattern waiver will be submitted to ADE.

A waiver was not submitted to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, daily & weekly requirements of fruit quantities were not met during the review period during breakfast.

Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE. Step-by-Step Instruction: How to Submit a Meal Pattern Waiver and Step-by-Step Instruction Quick Guide: How to Submit a Meal Pattern Waiver can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training tab. Referred to USDA Waiver Summary found on ADE's website at <https://www.azed.gov/hns/covid19>.

Please submit a meal pattern waiver to ADE for daily & weekly requirements of fruit quantities were not met during the review period during breakfast. Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a meal pattern waiver will be submitted to ADE.

A waiver was not submitted to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, Vegetable subgroup: Starchy did not meet weekly quantity requirements during the review period.

Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE. Step-by-Step Instruction: How to Submit a Meal Pattern Waiver and Step-by-Step Instruction Quick Guide: How to Submit a Meal Pattern Waiver can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training tab. Referred to USDA Waiver Summary found on ADE's website at <https://www.azed.gov/hns/covid19>.

Please submit a meal pattern waiver to ADE for Vegetable subgroup: Starchy not meeting weekly quantity requirements during the review period. Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a meal pattern waiver will be submitted to ADE.

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Although advertising literature was provided for the 4x6 WG Pepperoni Pizza served on 4/6/21 and credited towards meal pattern, required documentation (CN label or PFS) was not provided to reviewer.

Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. CN Labels and/or Product Formulation Statements provide valuable crediting information; and only these will be accepted as proper crediting documentation. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library tab.

Please provide a CN label and/or Product Formulation Statement for the 4x6 WG Pepperoni Pizza. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation.

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Counting & Claiming

No Findings

Media Release

No Findings

SFA Monitoring Responsibilities

No Findings

Civil Rights

| | | | |
|---|---|---|--|
| 7 | Advertising materials did not contain the required nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at http://www.azed.gov/hns/civilrights/ and whether long or short statement would be most appropriate | <i>Please provide written assurance that all advertising materials will include the required nondiscrimination statement. Additionally, provide an updated advertising material with the most current nondiscrimination statement.</i> |
|---|---|---|--|

Food Safety

| | | | |
|---|--|---|---|
| 8 | The written food safety plan did not include adequate SOPs for: home delivery, food storage, food handling or Critical Control Points for keeping food at safe temperatures. | Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab and Lunch Assist COVID-19 Resources for Schools found on ADE's website at https://www.azed.gov/hns/covid19 under the Resources tab. | <i>Please provide a copy of the SOPs and CCPs found in the written food safety plan.</i> |
| 9 | Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year. | <i>Please provide a written description of how you will ensure that two food safety inspections from the local health department will be obtained each school year.</i> |

Water

No Findings

Comments/Recommendations:

Congratulations on completing the SSO Administrative Review! Thank you for your hard work serving healthy, safe meals to your students and community. It was a pleasure working with you and your staff during the review process.

Training: Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>

COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>

Fiscal Action Assessed?

| | | |
|---|--|--------|
| <input type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP | TBD |
| <input type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | TBD |
| <input checked="" type="checkbox"/> No - SSO SBP | <input type="checkbox"/> Yes- SSO SBP | \$0.00 |
| <input checked="" type="checkbox"/> No - SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | \$0.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 15, 2021 to Brandon.Estrada@azed.gov



6/24/2021

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the [School Food Authority Appeal Procedure for the Administrative Review](#) found on the National School Lunch Program Administrative Review tab on the ADE website.

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